



# ARIZONA GED® RECORDS REQUEST

We **DO NOT** fax or email transcripts or scores.

Check 1 Box Below:

☐

Transcript

☐

Verification

## INSTRUCTIONS

- (1) Candidate must complete this form. Print clearly. If we cannot read it, we cannot process it.
- (2) Enclose money order based on fee schedule (Page 2)
- (3) Sign this form, enclose **MONEY ORDER**, and mail to
- (4) Once verified, your transcript will be **mailed** to you.
- (5) For verbal verifications, wait 3 business days after money order & request have been received, and then **CALL** for verbal verification. Contacting this office any sooner only delays processing!!
- (6) For questions, call: **(602) 258-2410** Press "2"

**GED® Testing Bin #26**  
Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007

## SECTION I: STUDENT INFORMATION

Current Legal Last Name	Current Legal First Name	Current Legal Middle Name/Initial
<b>Social Security Number REQUIRED</b>	<b>Date of Birth (Month/Day/Year) REQUIRED</b> / /	<b>Exact Name Test Was Taken Under REQUIRED</b>
Home Mailing Address	City, State, Zip Code	Contact Phone Number + Area Code ( )
Location and Name of Testing Center		Date Test Was Completed (Month/Year) /

**CERTIFICATION:** *"I hereby certify that all information provided is completely true, and I authorize the release of my scores to the requestor."*

**APPLICANT SIGNATURE (Required by Student Privacy Act)**

► We must have your signature to process your request. Otherwise, your request will be returned.

► Sign Here \_\_\_\_\_ Date / /

## SECTION II: MAIL RECORDS TO .... (Specify Destination) Mail ONLY - no fax or email

To: (Name of Agency, Educational Institution, Individual)		Attention:
Mailing Address	City, State	Zip Code

# FEE UPDATE

## GED® RECORDS REQUESTS

### JANUARY 1, 2011

#### GED® Records Request Options



#### CONTACT INFORMATION

- GED® Testing Bin #26  
Arizona Department of Education  
Adult Education Services  
1535 West Jefferson Street  
Phoenix, AZ 85007

- Phone (602) 258-2410
- E-Mail [adulthood@azed.gov](mailto:adulthood@azed.gov)

- |                                                                                                                                                                                                            |                                                  |                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------|
| 1) <u>Duplicate Transcript</u>                                                                                                                                                                             | <b>\$10.00</b><br><i>(Per Transcript)</i>        | Fee is refundable if<br>no record is found |
| 2) <u>Microfiche Record Research</u>                                                                                                                                                                       | <b>\$15.00</b><br><i>(Per Transcript Search)</i> | One-time charge<br>Non-Refundable fee      |
| PRE-1985<br>Archived Records<br><i>Once found, the Microfiche<br/>Record is entered into a<br/>permanent GED database.</i>                                                                                 |                                                  |                                            |
| 3) <u>Verification of Status</u>                                                                                                                                                                           | <b>\$10.00</b><br><i>(Per Candidate Request)</i> | Non-Refundable fee                         |
| <i>Pass or NOF (Not on File)</i>                                                                                                                                                                           |                                                  |                                            |
| ■ ■ ■ ■ ■ ■ ■ ■ ■ ■                                                                                                                                                                                        |                                                  |                                            |
| <u><b>Expedite Fee: Overnight Mail</b></u>                                                                                                                                                                 | <b>\$20.00</b>                                   | Restrictions apply                         |
| <i>You may expedite your entire request<br/>(FEDX Overnight Mail) by <u>adding \$20.00</u><br/>to your <u>total fees</u> listed above. You must<br/>provide your phone number and current<br/>address.</i> |                                                  |                                            |

#### ► PAYMENT METHOD: **Money Order ONLY !!!**

No personal checks, credit cards, cashiers checks, etc., will be accepted.  
Make Money Order out to: **Arizona Department of Education/ GED**

### JANUARY 1, 2011